

**Borough of Highland Park Housing Authority
242 South 6th Avenue Highland Park, NJ 08904**

Phone: (732) 572-4420

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Donna Brightman, Executive Director

Request for Proposals

For:

Pest Control Services

for the

Samuel J. Kronman Apartments

And the

Park Terrace Apartments

Located in

Highland Park, NJ 08904

 APRIL 2020 

PROPOSALS DUE BY 2:00 p.m. on Tuesday, April 14, 2020

Welcome to the Highland Park Housing Authority

In 1937 Congress passed the US Housing Act to “alleviate unemployment and to remedy unsafe and unsanitary housing conditions and the acute shortage of decent, safe and sanitary dwelling for families of low income.” The legislation was designed to encourage construction, create employment opportunities, and provide shelter for low-income families and clear sub-standard housing. Emphasizing local control of its programs, the Housing Act provided for housing in which rents would relate to the tenant’s ability to pay.

The Highland Park Housing Authority (Authority), New Jersey, was created on May 15, 1956.

The Authority is composed of 24 units of family subsidized housing, 100 units of senior/disabled citizen subsidized housing and 145 units of Section 8 housing.

The purpose of the Authority is to create and maintain safe, decent and sanitary housing for those individuals of very low and low income.

Mission Statement

It is the mission of the Highland Park Housing Authority to:

- ◆ Provide affordable, decent, safe and sanitary housing through the maintenance of our existing units and the development of new units;
- ◆ Create an environment which enables residents to live responsibly and with dignity;
- ◆ Support residents in their effort to achieve self-sufficiency;
- ◆ Honor public commitments in a fiscally and ethically responsible manner;
- ◆ Create and maintain public confidence in the Authority’s operations and staff;
- ◆ Ensure that the facilities owned and managed by the Authority are marketable in the community and are appealing to residents;
- ◆ Enable the Authority staff to improve their performance through appropriate vision, education, training and career development;
- ◆ Maintain a level of communications between employees, referral agencies, residents and the general public to provide up-to-date and responsive service to the public served by the Authority;
- ◆ Establish performance goals that meet or exceed industry standards and that optimize the use of available resources to achieve its performance objectives; and
- ◆ Assist the city, state and national governments in identifying and addressing housing needs.

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Highland Park Housing Authority Contract Documents

PEST CONTROL SERVICES

I. INTRODUCTION - It is the intent of this Request for Proposals (RFP) to establish a service contract with a qualified, licensed pest control contractor to perform monthly and/or as needed pest control services for roaches or other pests as well as as-needed bed bug exterminations for the Highland Park Housing Authority (Authority) public housing sites listed in Appendix A in a reliable and timely manner.

The Authority is soliciting a monthly flat rate to perform monthly roach control in every apartment and all common areas in each building, a flat rate to service apartments for bed bugs and hourly or flat rates for additional unforeseen pest control needs (see proposal form).

Contractors must have a minimum of 5 years' experience and be registered with the State of NJ as a Public Works Contractor and have all applicable pesticide licenses. New Jersey prevailing wage rates apply.

Sealed proposals will be received by mail or hand delivered to the Housing Authority of the Borough of Highland Park, 242 So. Sixth Ave., Highland Park, NJ 08904 **no later than 2:00 p.m. on Tuesday, April 14, 2020. Absolutely no late arrivals will be accepted.**

The contractor must have all applicable State licenses and must comply with all other pertinent laws, rules and/or regulations.

II. TAX EXEMPT STATUS - The Authority is exempt from manufacturer's federal excise tax and states sales tax. A tax exempt letterhead will be issued to the contractor upon request.

III. TERM OF CONTRACT - If awarded, the contract resulting from this Request shall be executed for a **period of one (1) year**, tentatively from May 1, 2020 to April 30, 2021, subject to the availability of funds. Pursuant to 40A:11-15, the Authority reserves the right to extend the contract for (2) two additional 12-month periods, or (1) one additional 24-month period providing 1) all terms and conditions remain the same and both parties are in agreement, and 2) services are being performed in an effective and efficient manner. In no way shall the term exceed 4 years or \$40,000.00 in value.

IV. VALUE OF CONTRACT/GUARANTEED MINIMUM AND MAXIMUM - The ensuing contract as a result of this RFP shall be an Indefinite Quantities Contract (IQC), and as such, low bidder shall be awarded a contract with no guarantee minimum amount and a maximum of \$40,000.00 for the entire contract term including extensions. If the value of the contract nears the maximum at any time, the Authority shall terminate the current contract and bid anew.

V. SCOPE OF SERVICES - The scope of services required by the Authority in connection with this RFP covers the entire spectrum of services customarily provided to governmental entities by Pest Control Contractors. The services provided should include, but need not necessarily be limited to, providing all labor, material, and equipment to complete the Technical Specifications below:

Technical Specifications

General - The Contractor shall be responsible for furnishing all materials, equipment, labor and transportation necessary to perform the tasks of pest control.

All pest control services shall be performed in accordance with federal, State, County and local statutes, regulations and codes presently established or as may be established during the term of this contract. Included in the contractor's responsibility is compliance with New Jersey Administrative Code N.J.A.C. 7:30-9.12(c) regarding the posting of decals within the applicable cabinet of each unit in a multi-family residence.

Qualification and Licensing - The Contractor must hold a valid and current New Jersey Certified Commercial Pesticide Applicator Registration and have passed the category or sub-category examination appropriate to the area of work described in these specifications.

All applicators employed by the Contractor must hold a valid and current New Jersey Certified Commercial Pesticide Applicator License and have passed the category or sub-category examination appropriate to the area of work described in these specifications.

Insurance Requirements - The Contractor will be required to carry comprehensive general liability insurance to include coverage for pesticide application, with a limit of liability of not less than \$1,000,000, deductible not to exceed \$10,000.

Scope of Services - The pest control program shall cover roaches and bed bugs.

For roaches, the Contractor shall provide a program of pest control inspection and baiting treatment services at each unit and all common areas within each housing development. A schedule of services shall be established by the Authority at the beginning of the year and may be subject to change upon written notice.

Bed bugs will be treated on as-needed basis.

All materials used and methods of application shall comply with all applicable federal, State, County and local statutes, ordinances, regulations and codes.

Performance Requirements - The Contractor shall use materials, equipment and methods of application within safe and legal guidelines. All pesticides shall be registered with the U.S. Department of Environmental Protection and the New Jersey Department of Environmental Protection.

No flammable materials shall be used.

Pesticides will be applied in a manner which is consistent with the manufacturer's instructions, legal guidelines, and which does not cause harm, injury or damage to humans, property or the environment.

All pesticides and equipment shall be secured whenever unattended. The Contractor shall remove and dispose of all excess pesticides and other material and remove all equipment from the site after each application is completed. No materials or equipment will be stored on Housing Authority property at any time.

The Contractor shall notify the Executive Director or his designee in writing no later than five working days before the application of any pesticides. The notice shall specify all chemicals to be used and shall include a schedule of the buildings to be treated with appropriate dates.

The Contractor shall notify the Executive Director or his designee in writing of any unsanitary conditions or building or maintenance deficiencies noted in the course of inspections, which may affect the pest control program.

Contractor's Responsibilities - In the event that the Contractor observes that any of the contract specifications or documents are at variance with any federal, State, County or local statute, ordinance, regulation or code, he shall promptly notify the Executive Director in writing of such variance with attached documentation for justification.

If the Contractor performs any work contrary to any federal, State, County or local statute, ordinance, regulation or code, he shall assume full responsibility and shall bear any and all costs attributable thereto.

Products: For roach control

Manufacturer: Maxforce Insect Control System or equal. Maxforce Roach Killer Bait Gel w/ active ingredient of 2.15% Hydramethylnon

Submittals: Provide (3) copies of manufacturer product data sheet and the MSDS for each product to be used. Prior to use, all products to be used by the contractor shall be submitted to the Authority for review and approval.

Application: Apply the product per the manufacturer's directions and at the suggested rates for residential applications. Dispose of used dispensers as permitted under State and Federal regulations for pesticides.

Products: for bed bugs as proposed by contractor, negotiated and agreed to by the Authority.

Submittals: Provide (3) copies of manufacturer product data sheet and the MSDS for each product to be used. Prior to use, all products to be used by the contractor shall be submitted to the Housing Authority, for review and approval.

Application: Apply the product per the manufacturer's directions and at the suggested rates for residential applications. Dispose of used dispensers as permitted under State and Federal regulations for pesticides.

End of Technical Specifications

VI. COMPENSATION - A. The Proposal Form included herein shall be completed in its entirety, and submitted by the bidder.

VII. PUBLIC WORKS CONTRACTOR REGISTRATION - All bidders are required to be registered with the Department of Labor and Workforce Development (DLW) as a Public Works Contractor at the time of bid opening. More information and instructions on how to register can be found at http://lwd.dol.state.nj.us/labor/wagehour/regperm/reg_and_permits.html. Bidders shall submit proof of such registration before contract award.

VIII. AWARD OF CONTRACT – The award of the contract shall be made to the contractor whose price and other factors are most beneficial to the Authority. The Authority reserves the right to not award to the lowest bidder or to not award to any bidder if it is in the best interest of the Authority to do so.

**Thank you for your interest in the
Highland Park Housing Authority!**

REQUEST FOR PROPOSALS

LEGAL NOTICE

Housing Authority of the Borough of Highland Park

PEST CONTROL SERVICES

PUBLIC NOTICE is hereby given that proposals will be received by the Housing Authority of the Borough of Highland Park (Authority), in the County of Middlesex, State of New Jersey, at the Administrative office of the Authority, located at 242 So. Sixth Ave., Highland Park, NJ, by 2:00 p.m. on **Tuesday, April 14, 2020** prevailing time for the purpose of establishing a one-year service contract with a qualified, licensed Pest Control Contractor to perform monthly and as needed pest control services for roaches or other pests as well as as-needed bed bug exterminations in a reliable and timely manner. The Authority reserves the right to waive any informalities in proposals and to reject any and all proposals if it is in the best interest of the Authority to do so. The Request for Proposals (RFP) is available at www.HighlandParkHousing.org.

Bidders must be authorized to do business in New Jersey. Any Bidder which is a corporation not chartered under the laws of the State of New Jersey must submit an affidavit certifying that said corporation is authorized to do business in the State of New Jersey. Minimum experience of 5 years of successful completion of similar work is required.

Bidders are required to comply with the requirements of Public Law 1975, c.127 which pertains to "Non-Discrimination" and "Affirmative Actions", and Public Law 1977, c.33, which requires a Statement of Corporate Ownership.

Advertised: Home News Tribune 3/19/20

Proposal Form

Proposal for: Pest Control Services

TO: Highland Park Housing Authority
242 So. Sixth Ave., Highland Park, NJ 08904

FROM:

Company Name of Offeror Federal ID#

Street Address

City, State - Zip Code

Contact Name / Telephone Number

Contact Fax Number / Email Address

1. The undersigned, having read the entire proposal package and having investigated the local conditions affecting the cost of the work, hereby propose to furnish all labor, materials, equipment and related items to complete all work for monthly preventative pest control services in accordance therewith for the sum of:

ROACHES-Preventative treatment once a month in every apartment and common areas (community room, waiting areas, hallways, administration offices, community kitchens and outside dumpster areas):

Samuel J. Kronman Building:

_____ dollars (\$ _____) per month.

Park Terrace Apartments:

_____ dollars (\$ _____) per month.

BED BUGS-As needed only.

One Bedroom Unit _____ dollars (\$ _____) per service.

Two Bedroom Unit _____ dollars (\$ _____) per service.

Three Bedroom Unit _____ dollars (\$ _____) per service.

Four Bedroom Unit _____ dollars (\$ _____) per service.

OTHER SERVICES (PLEASE BE SURE TO INCLUDE THESE PRICES IN YOUR PROPOSAL): Please provide a detailed list of prices for potential pest control needs (ants, squirrels, spiders, mice, rats, etc.). Prices may be by time and materials or per service. All work is expected to be performed during normal business hours of 8AM to 4PM. Rates should also be provided for emergency work needed outside these hours, if any.

2. The contractor acknowledges the receipt of the following addenda, if any, issued by the Authority:

Addendum Number _____ dated _____

Addendum Number _____ dated _____

3. The names and address of persons interested as principals or as stockholders in this Proposal are as follows. (If the contractor is a corporation or partnership, list all persons who have 10 percent or more ownership in the corporation or partnership.)

Full Name Address % of ownership

Full Name	Address	% of Ownership
Full Name	Address	% of ownership

The contractor shall state on the line below, whether or not he is a citizen of the United States, and in the case of a partnership, whether or not all partners are citizens of the United States.

4. This Proposal is accompanied by:

1. Non-Collusive Affidavit;
2. Qualification Questionnaire;
3. Copy of New Jersey Business Registration Certificate;
4. All applicable pesticide licenses (Pesticide Commercial Applicator Business license and Certified Applicator license);
5. Public Works Contractor Registration Certificate.

5. In submitting this proposal, it is understood that the Housing Authority of the Borough of Highland Park reserves the right to reject any and all proposals. If written notice of the acceptance of this proposal is mailed, telegraphed or delivered to the undersigned within 60 days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to execute and deliver a Contract in prescribed form within 10 days after the contract is presented to him for signature.

Signature of Contractor - Title Date

AFFIDAVIT

State of _____

SS.

County of _____

_____ being first duly sworn deposes and says:
(Individual's name)

THAT he is _____,
(Owner, Officer or Partner of the firm of etc.)

the party making the foregoing proposal for Pest control services at public housing sites in Highland Park, New Jersey; that all statements contained in this proposal are true, accurate and complete.

(Signature of Offeror)
Subscribed and sworn to before me, this ____ day of _____ in the year ____.

Notary Public

My Commission expires _____
Date

Non-Collusive Affidavit

AFFIDAVIT

State of _____

County of _____

_____ being first duly sworn deposes and says:
(Individual's Name)

THAT he is _____ of
(Owner, Officer or Partner)

(Firm Name)

the party making the foregoing proposal dated April 14, 2020 for pest control services; that such proposal is genuine and not collusive or sham; that the offeror has not colluded, conspired, connived or agreed, directly or indirectly, with any offeror or person, to put in a sham proposal or to refrain from offering a proposal, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the proposed prices of affiant or of any offeror, or to fix any overhead, profit or cost element of said proposed prices, or of that of any other offeror, or to secure any advantage against the Housing Authority of the Borough of Highland Park or any person interested in the proposed contract; and that all statements in the said proposal are true.

(Signature of Offeror)

Subscribed and sworn to before me, this _____ day of _____, in the year _____

Notary Public

My Commission expires _____

Qualification Questionnaire

Proposal for: Pest Control Services

Company Name of Offeror: _____

Address: _____

(a) It shall be necessary for the offeror to present evidence that he has been in business under their present firm or trade name for at least 5 years in this field and can submit a suitable record of satisfactorily completing similar contracts.

How many years have you been or engaged in business under your present firm or trade name? _____ Years.

(c) If a corporation, answer the following:

Date of incorporation: _____

State of Incorporation: _____

President's Name: _____

Vice President's Name(s): _____

(d) If a partnership, answer the following:

Date of Organization: _____

(e) List New Jersey Certified Pesticide Applicator Registration number and effective date:

(f) List New Jersey Certified Pesticide Applicator Business Registration number and effective date:

(g) List employees holding New Jersey Operator Licenses and effective dates:

(h) If the contract is awarded to your firm, who will personally supervise the work?

(i) Are there any liens of any character filed against your company at this time? If so, specify the nature and amount of the lien.

(j) Give 3 trade references:

(k) Give bank references:

State of _____

County of _____

_____ being first duly sworn deposes and says:
(Individual's Name)

THAT he is _____ of
(Owner, Officer or Partner)

(Firm Name)

and that he hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Authority in verification of the recitals comprising this Statement of Offeror's Qualification; and that all answers to the foregoing questions and all statements therein contained are true and correct.

(Signature of Offeror)

Subscribed and sworn to before me, this _____ day of _____, in the year _____

Notary Public

My Commission expires _____

APPENDIX A

The following locations are applicable to this contract. Monthly preventative services shall be performed in every apartment and all common areas in every building.

Property Profile Details

**Samuel J. Kronman Apartments
242 South Sixth Avenue
Highland Park, NJ 08904**

Building Used as: 100 Units for low income senior and disabled persons

Apartment Breakdown:

15-studios

80-1 bedroom

5-2 bedroom apartments

Community Room, Kitchen, Laundry Room on every floor.

**Park Terrace Apartments
205-219 South Sixth Avenue
602-616 Benner Street
206-220 South Seventh Avenue
Highland Park, NJ 089074**

Used as: 24 units in 3 buildings for low income families:

Total for all 3 buildings:

12-1 bedroom apartments

6-2 bedroom apartments

4-3 bedroom apartments

2-4 bedroom apartments

**Form of Contract
Highland Park Housing Authority
Pest Control Services**

This **AGREEMENT** made this ____ day of _____ in the year _____ by and between

(Name of Contractor)

(Address)

hereinafter called the "Contractor," and the

Housing Authority of the Borough of Highland Park
242 So. Sixth Ave., Highland Park, NJ 08904

hereinafter called the "Authority".

WITNESSETH that the Contractor and the Authority for the consideration stated herein mutually agree as follows:

Article 1. Statement of Work. The Contractor shall furnish all labor materials, tools and equipment and shall perform and complete all work required in the contract documents for preventative pest control services in the Samuel J. Kronman Building and the Park Terrace Apartments located in Highland Park, New Jersey in accordance with the Request for Proposals dated April 14, 2020 which is incorporated herein by reference and made a part hereof.

Article 2. Term of Contract. This contract shall extend for a period of one year, _____ through _____. The contract shall be renewable for two additional one-year periods or one additional two-year period at the agreement of both parties at the same terms and conditions as stated herein. At any time either party may terminate the contract, following thirty days prior written notice to the other, in whole or in part.

Article 3. Contract Price. The monthly contract price for treating every apartment and common area (community room, waiting areas, hallways, administration offices, community kitchens and outside dumpster areas) once a month for preventative roach control shall be as follows:

Samuel J. Kronman Building:

_____ dollars (\$ _____) per month.

Park Terrace Apartments:

_____ dollars (\$ _____) per month.

Total Monthly Cost: _____ (\$ _____) dollars per month

The contract price for bed bugs PER SERVICE shall be as follows (NOT COMMON):

One Bedroom Unit	_____	dollars (\$ _____) per unit;
Two Bedroom Unit	_____	dollars (\$ _____) per unit;
Three Bedroom Unit	_____	dollars (\$ _____) per unit;
Four Bedroom Unit	_____	dollars (\$ _____) per unit;

Article 4. Payment. Payment shall be made within 30 days of receipt of a monthly invoice showing the total monthly cost for all buildings from the Contractor. The Contractor shall prepare and submit monthly a checklist with their invoice of all services rendered, including all apartments. The amount of the invoice shall not exceed the contract price total for all buildings.

Article 5. New Jersey Business Registration Requirements. The contractor shall provide to the Authority proof of the contractor's business registration with the New Jersey Division of Taxation before contract award if not already submitted with their proposal.

The contractor shall also provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the project.

For the term of this Agreement, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-49(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

Article 6. Contract Documents. Contract Documents shall consist of the following component parts:

1. This instrument;
2. Proposal for Pest Control Services date April 14, 2020;
3. Contractor's proposal dated April 14, 2020;
4. Addenda (if any).

This instrument together with the document enumerated in this Article form the Contract, and they are fully a part of the Contract as if hereto attached or herein repeated. In the event that any provision in one of the component parts of the Contract conflicts with any provision of any other component part, the provision in the component part first enumerated in Article shall govern, except as otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the date and year first above written.

In the presence of:

_____ by _____
(Name)
(Title)
(Company Name)

In the presence of:

_____ by _____
Donna Brightman
Executive Director
Housing Authority of the Borough of Highland Park